

Guidelines on the Use of Co-working Space and Study Room

Managed by CYMAC

1. The Co-working Space and Study Room operates 24/7 daily starting from 1 November 2025, except on Chinese New Year Holidays.
2. The designated area and its facilities and equipment are for the use of students and staff. Seating is available on a first-come-first-served basis.
3. Reservation of seats is not allowed. Please do not leave your personal belongings unattended. The staff of the Amenities Centre reserves the right to remove any unattended items. The University will not be responsible for any loss or damage to personal property.
4. Tables and chairs should be used in their designated positions and should not be moved without permission from the Amenities Centre.
5. To maintain a clean and tidy environment, users are required to consistently ensure cleanliness in the area and on the furniture. Please promptly and responsibly dispose of any litter after use.
6. Please be respectful of other users and maintain a quiet and orderly environment while using the Co-working Space and Study Room facilities.
7. Please keep your mobile devices on silent mode while in the Co-working Space and Study Room to minimize disruptions to others. Phone calls should be taken outside the designated area to maintain a quiet environment.
8. While collaboration and discussions are encouraged, please be mindful of the noise level and ensure that it does not disturb other users. Use designated collaborative spaces for group work and discussions.
9. Users are encouraged to report any issues with the facilities to the Amenities Centre staff for prompt assistance.
10. Your feedback and suggestions for improving the Co-working Space and Study Room are welcomed. Please share any ideas or concerns with the Amenities Centre staff for consideration.
11. Failure to comply with these guidelines may result in restrictions from using the facilities. Users are expected to respect the rules and regulations set forth to ensure a conducive and pleasant environment for everyone.
12. The Centre reserves the right to modify or update these rules as necessary to ensure the smooth operation and safety of the Co-working Space and Study Room. By adhering to these rules, users can contribute to a positive and respectful environment within the Co-working Space and Study Room.